

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY
Supervising Clinician – Young Adult Services

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM112089

Hours: 1st shift, Monday – Friday, 8:00 a.m. – 4:30 p.m. (Full time, 40 hours)

Salary: \$84,405.00 - \$113,248.00 (Annually)

Closing Date: September 15, 2015

Eligibility Requirement: State employees who possess the general and special experience and training may apply. State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title may apply for lateral transfer.

Duties may include but not limited to: Monitoring the assignments, schedules, and productivity of clinical and direct care staff; overseeing appropriate discharge planning of clients; developing and implementing program goals and objectives; implementing progressive discipline and performance improvement plans; providing team representation during HR investigations and disciplinary/grievance hearings; developing policies and procedures, including those related to the provision of clinical services; evaluating/providing training and performance needs of clinical staff; providing regular administrative/clinical supervision to assigned staff; conducting time and attendance reviews and competency based performance evaluations; identifying risk management issues; reviewing referrals to ensure appropriateness of admission to YAS; facilitating Transition Action Planning meetings (on DCF/OOC referrals); facilitating bi-weekly meetings with contracted providers in order to address issues, ensure compliance with contractual guidelines, and improve program functioning and client outcomes; participating in case conferences and other meetings aimed at addressing placement/disposition challenges and identifying placement and/or treatment options; facilitating weekly YAS Social Work meetings; scheduling/facilitating the monthly OOC Risk Consultation meetings; attending various YAS and SMHA meetings; collaborating with the OOC managers, DCF and contracted providers involved in the referral and care of the young adults serviced; attending bi-monthly meetings with DCF and OOC YAS; reviewing and/or conducting medical records audits to ensure quality and compliance; recruiting and selecting staff; providing coverage of cases when necessary; assisting in developing strategies for improving, reviewing and monitoring client care, and performing other related duties as assigned.

General Experience and Training: Seven (7) years of professional health care experience in a psychiatric setting.

Special Experience: Two (2) years of the General Experience must have been at a lead level responsible for coordinating the work of a unit or team of professionals in a psychiatric setting. Note: For State Employees the lead level is interpreted at the level of Clinical Social Worker Associate for social work discipline, Head Nurse for the Nursing discipline, an Associate Professional Counselor and an Associate Marriage and Family Therapist.

Substitutions Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's Degree in a health care field related to one of the disciplines in the Special Experience may be substituted for one (1) additional year of the General Experience.

Special Requirements: Incumbents in this class must possess and retain a current license as a Clinical Social Worker, a licensed Marital and Family Therapist, a licensed professional Counselor, or as a Registered Professional Nurse in the State of Connecticut. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Supervising Clinician applying to a Supervising Clinician posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Arnetia Douglas, Human Resources Assistant, Southeastern Mental Health Authority, 401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 - FAX: (860) 859-4792 Email: MHA-SMHA-RECRUIT@ct.gov The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER** The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-1**